

**CALIFORNIA DEPARTMENT OF CHILD SUPPORT SERVICES**

P.O. Box 419064, Rancho Cordova, CA 95741-9064



March 21, 2003

CSSIN LETTER: 03-03

ALL IV-D DIRECTORS  
ALL COUNTY ADMINISTRATIVE OFFICERS  
ALL BOARDS OF SUPERVISORS

SUBJECT: SENDING INCOME WITHHOLDING ORDERS TO THE SOCIAL  
SECURITY ADMINISTRATION

REFERENCE: INFORMATION MEMORANDUM IM-02-11

This is to inform local child support agencies (LCSAs) of the proper procedure for sending income withholding orders to the Social Security Administration (SSA).

The federal Office of Child Support Enforcement (OCSE) collaborated with SSA to improve its income withholding procedures. OCSE recently published Information Memorandum # IM-02-11 clarifying where to send income withholding orders for a non-custodial parent (NCP) receiving benefits from SSA.

Please note that the procedures described below are SSA's current process. LCSAs must follow these procedures when sending income withholding orders to SSA.

SSA processes income withholding orders through its local field offices since local field offices must determine which regional Program Service Center (PSC) has jurisdiction. SSA cannot process orders sent directly to a PSC or to an Office of Disability Operations. Therefore, **all income withholding orders for the attachment of benefits must be sent to a local SSA field office.** Income withholding orders may be sent to the nearest SSA field office regardless of the zip code or address of the custodial party or NCP.

Reason for this Transmittal

- ☐ State Law or Regulation Change
- ☐ Federal Law or Regulation Change
- ☐ Court Order or Settlement Change
- ☐ Clarification requested by One or More Counties
- ☒ Initiated by DCSS

DCSS-PR-2003-CTY-0014



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[www.childsup.cahwnet.gov](http://www.childsup.cahwnet.gov)

## **SSA's Income Withholding Procedures**

When the SSA local field office receives an income withholding order, the SSA Master Beneficiary Record is accessed to determine if the NCP/garnishee is in benefit status. If the person is in benefit status, the local office promptly faxes the order to the appropriate PSC to implement the income withholding order. A preliminary notice is sent to the beneficiary that payments will be attached, and a copy of the income withholding order is enclosed with the notice. Once the withholding has been initiated, the PSC sends a notice to the beneficiary and the LCSA that initiated the order. If the SSA field office determines that the NCP is not receiving payments and there is no claim pending, a notice is sent the Title IV-D agency informing it of this determination.

For your information, you may access SSA local field office addresses at the following website:

<http://s00dace.ssa.gov/pro/fol/fol-home.html>

## **Supplemental Security Income/State Supplementary Payments**

LCSAs are reminded that Supplemental Security Income/State Supplementary Payments (SSI/SSP) benefits are not subject to child support enforcement. Therefore, LCSAs must not issue income withholding orders to SSA for SSI/SSP benefits. For more information about SSI/SSP benefits, see CSS letter 02-15.

If you have any questions or concerns regarding this matter, please contact Michele Carotti at (916) 464-5099.

Sincerely,

PATRIC B. ASHBY  
Deputy Director  
Child Support Services Division